



King County

PROGRAM/PROJECT MANAGER III

PUBLIC HEALTH – SEATTLE & KING COUNTY

EMERGENCY MEDICAL SERVICES

CENTER FOR THE EVALUATION OF EMERGENCY MEDICAL SERVICES

Annual Salary Range \$60,458 - \$76,634

Job Announcement: 05AL5451

OPEN: 8/29/05 CLOSE: 9/12/05

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104 or fax to (206) 205-5430.** Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Felisa Azpitarte at (206) 296-4554 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 3rd Avenue, Suite #700, Seattle, WA 98104-4039

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday. Must be willing to work evenings on occasion to accommodate study subjects availability to participate in project.

PRIMARY JOB FUNCTIONS INCLUDE: This is a grant funded position in the research and evaluation section of the EMS Division and will work under the general direction of principal investigator(s) of federal grants. Position provides overall coordination of significant multi-funded research projects in the field of emergency medical services. Assists in developing research designs, data collection methods and strategies for data management. Coordinates multiple data collection efforts which may include coordination of data with other collaborating agencies or institutions. May recruit or oversee the recruitment, interviewing, medical record abstracting and training of study subjects. Writes and edits a variety of material including: recruitment, intervention and training materials, human subject applications, newsletters, progress reports, scientific journal articles, etc. Develops and monitors project budgets and contracts. Works as a liaison between the project team and funding agencies and/or collaborating agencies. Works with project team to develop new grant topics, coordinates team efforts in grant applications. Position will require supervision of data manager, research assistant and other staff depending on currently funded grants to meet grant outcome objectives.

QUALIFICATIONS:

- Ability to work independently, set priorities and work in a team environment.
- Must have excellent verbal and written communication skills to establish relationships with participating agencies; as well as recruit and relate to study subjects in a number of different venues from a broad range of socio/economic backgrounds.
- Ability to effectively work as a team member to coordinate the accomplishment of tasks.
- Manage and provide technical analysis for contracts and grants.
- Ability to write complex analytical or program evaluation reports.
- Ability to effectively develop, monitor, and manage budgets and contracts.
- Knowledge of research methods.
- Knowledge of project management principles and supervisory principles.
- Excellent presentation skills.
- Skill in analysis and problem solving, budget analysis and policy analysis.
- Skill in working effectively as a team member to coordinate accomplishments of tasks.
- Ability to management complex contracts.
- Word and Excel skills. Applicants will be tested on these skills.
- Knowledge of medical terminology. Applicants will be tested on these skills.

DESIRED QUALIFICATIONS:

- Registered Nurse.
- Knowledge of research design and methodology.
- Experience in CPR/AED training.

NECESSARY SPECIAL REQUIREMENTS:

- Current CPR/AED Trainer Certificate
- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: Local #17

CLASS CODE: 8244 SEQUENCE NUMBER: 83-8244-0013